

Informatics

March 31, 2009

The Westfield Informatics Professional Services team has assisted in the development and maintenance each of the following Sharepoint sites, as well as helped their fellow colleagues (Production Services and Technical Operations) wherever applicable... such as WeScholar, BDC/SDE Integration from Keystone to Sharepoint Clerkworks, the new VOIP telephone system, and more.

The screen shots displayed below are intended to provide a brief overview of the site's purpose and what has been added/changed in February/March of 2009. All of the sites have had significant changes. It is still the case that Professional Services has setup weekly or bi-weekly meetings with each department/division where the development of its site, expectations of Informatics and the department itself, and goals/objectives for the site are developed and continually improved upon.

The screenshot displays the Clerk Treasurer web application. The top navigation bar includes links for 'My Site', 'My Links', 'Welcome Derrick Cash', and 'Site Actions'. Below this, a secondary bar contains 'Clerk's Office Request', 'Departmental Portals', 'Keystone Data (2008)', and 'Services'. A dropdown menu shows 'This Site: Clerk Treasurer'. On the left, a sidebar menu lists 'Home', 'Purchasing', 'Fund Balances', 'Clerk's Document Library', 'Dept. Invoices' (highlighted), 'Administration', 'Com Dev', 'Econ Dev', 'Fire', 'Informatics', 'Parks', 'Police', 'Public Works', 'Reporting', and 'Reports'. The main content area shows 'Version 2009-02' and a 'Department Fund Balance' table.

Fund	Beginning Balance	Balance	Remaining %
Sum = \$8,874,216.45			
Department : Administration (63)			
Department : Clerk Treasurer (9)			
Department : Community Development (24)			
Department : Economic Development (13)			
Department : Fire (34)			
Department : Informatics (9)			
Department : Parks (17)			
Department : Police (32)			
Department : Public Works (163)			
Department : Westfield Connects (1)			

Figure 1 Clerks Invoice System

The *ClerkWorks* site has undergone a few major changes. At this time, it represents Westfield's internal procurement (specifically invoicing) system. In the near future it will blossom into the PO and Invoicing system. Here, each department will manage their invoices, view their funds and associated balances, report to/from Clerk Treasurer Acquisition activity, and more fund related information. As of March, all Department Directors have been introduced and trained as to how this site will be used and managed. All applicable changes have been made and we consider this our first production version of ClerkWorks. John Rogers' office (Tara and Debbie) are responsible for entering invoices into the system for all departments.

The Director of each respective department will then add notes as necessary, view the invoice, assure that the correct fund and 'pay this amount' are selected and then approve the item. At that point the Clerk Treasurer's office will receive an item by which they can track all activity on

the invoice and therefore pay the bill using our legacy Keystone Ledger system. *The funds are automatically updated giving each Director a much quicker view of where the funds stand as far as balance and percentage remaining – and they are easily able to check to see whether an invoice has actually been paid.*

The screenshot displays the 'Grants' management interface. At the top, there is a header bar with the 'Grants' logo and a dropdown menu set to 'This Site: Grants'. On the left, a sidebar contains a 'Lists' section with a 'Grant Form' link. The main content area is titled 'Grant Form' and features a table with a 'Project Name' header. The table lists various departments with their respective counts in parentheses, each preceded by a plus icon in a box. The departments listed are: Economic Development (3), Fire Department (7), Informatics (5), Parks and Recreation (7), Police Department (3), Public Works - Development Construction (5), Public Works - Engineering (20), Public Works - Fiber (1), Public Works - Street (14), Public Works - Wastewater (10), and Public Works - Water (5). At the bottom of the table is an 'Add new item' button.

Project Name
+ Department : Economic Development (3)
+ Department : Fire Department (7)
+ Department : Informatics (5)
+ Department : Parks and Recreation (7)
+ Department : Police Department (3)
+ Department : Public Works - Development Construction (5)
+ Department : Public Works - Engineering (20)
+ Department : Public Works - Fiber (1)
+ Department : Public Works - Street (14)
+ Department : Public Works - Wastewater (10)
+ Department : Public Works - Water (5)
+ Add new item

Figure 2 New Grant Management Site

Donna Luley has been charged with representing the City's Grants needs. This *Grants* site was originally created to assist Donna in tracking our grant requests, criteria, department, purpose, etc. Significant changes have occurred with this site's features and usability, thus making it easier for Donna to manage the materials within.

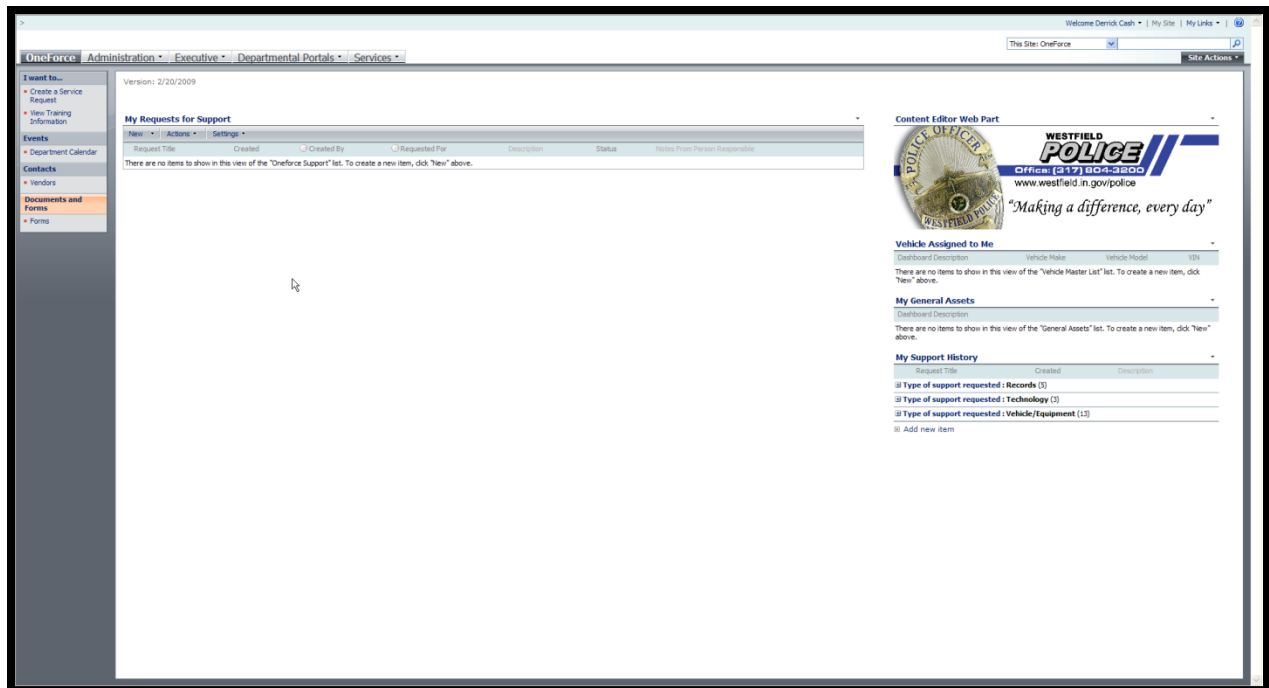


Figure 3 Westfield Police Portal

One Force is the intranet for Westfield's Police department. Significant changes have taken place in March, 2009. It houses information regarding the inventory and historical management of fleet and equipment, requests for records and technical support, quartermaster information, fuel logs, and more. It is being actively used by Fleet, Records, and Technical assistance personnel within WPD. Soon it will also house our Police Department's training requirements and related information as far as who has completed what training. Chief Jowitt, Major Jordan, and Professional Services have implemented most of the features this site will have before Chief Jowitt requests that all of his Police Officers use the site to manage their fleet, records, technical, and training requests. This site will also house most of WPD's forms making them even easier to access while out in the field serving our communities.

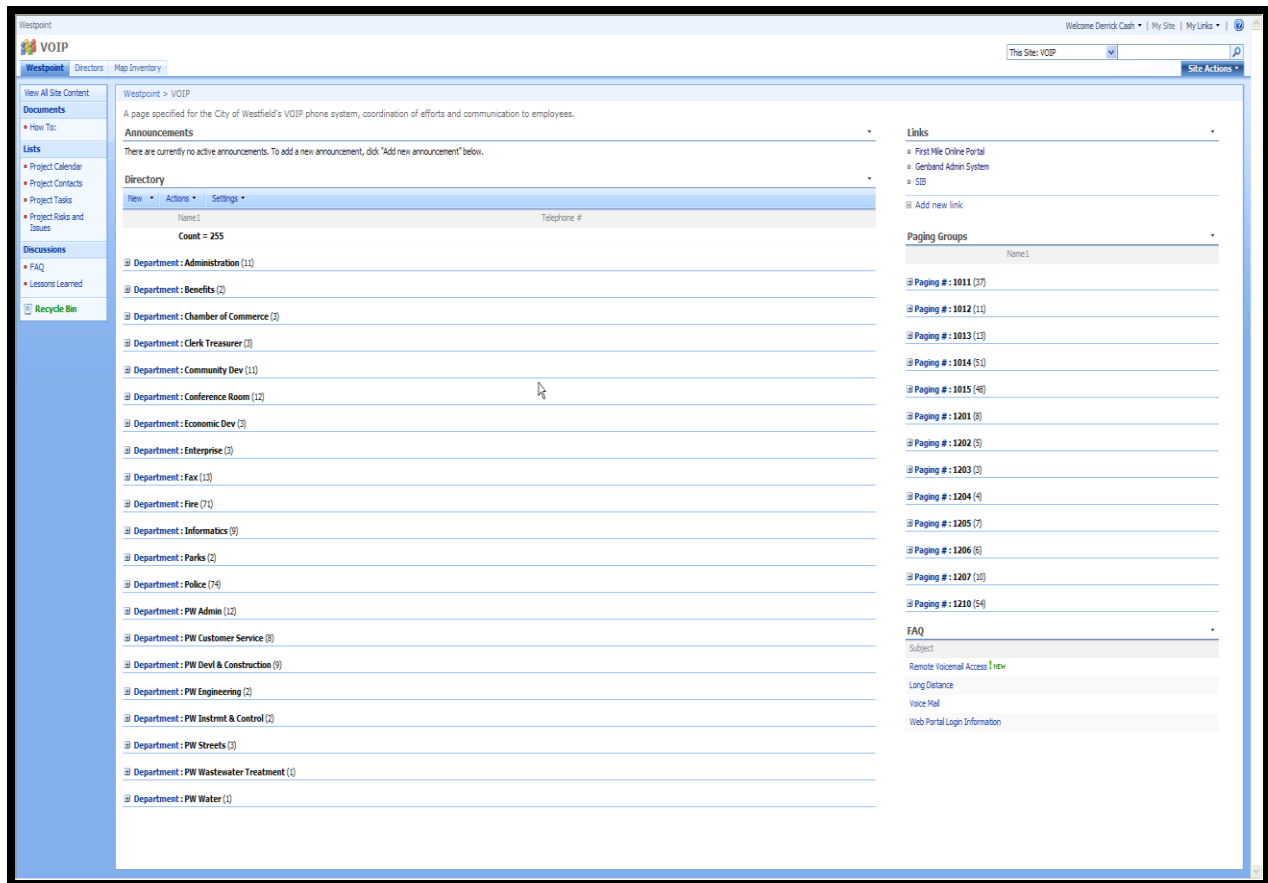


Figure 4 City VOIP Management site

Westfield/voip (Voice over IP) was created in order to assist all of our internal employees in locating each employee's new VOIP telephone numbers, fax and conference room numbers, paging groups and much more. It also houses information to help interested parties track the deployment efforts of Westfield's new VOIP telephone system. Here we will track the current status, what needs to happen in order to finish the project, and how our end-users can answer their questions. This will provide all of Westfield one place where they can find resources, ask/answer questions, and anything else related to the new VOIP system.